

35/ACTEDS Application Process

CP-35 Traini

1. Complete Training Memo
 - Signed by Career Program Manager
2. Complete SF 181
 - Write GRADE and GENDER on form
3. If approved by FCR
 - Receive Approval Email
 - Complete SF 182 in RASS
 - After SF 182 is approved w/Line of Accounting (LOA) from G-3/5/7
 - Register for Training
 - Create DTS Authorization (without signing)
 - After G/3 adds LOA, go back to DTS and sign it

NOTE TO CPM: ALL

University Conferences / Seminars

1. Apply for ADT Training
 - ADT Checklist:
<http://cpol.army.mil/library/train/catalog/ch04adt.html>
 - Submit completed packet to FCR by JANUARY 16TH ANNUALLY.
2. 120 Days Processing Time
 - Schedule University START DATE **NOT EARLIER THAN THE MONTH OF MAY** (to allow ADT processing time)

ADT is a competitive

1. Complete Conference Memo
 - Submit 90 days prior to start date
 - Signed by Career Program Manager
 - Provide ALL Required Enclosures
 - ONE memo per Command listing all attendees
2. Complete Training Memo
 - For EACH Individual
3. Complete SF 181
 - Write GRADE and GENDER on form